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FY 2009 WIC SPECIAL PROJECT GRANTS

REQUEST FOR APPLICATIONS FOR

FULL GRANTS

(APPLICATION A)

Applications Must Be Received by 5:00 PM Monday, April 13,
2009

Submit Applications to:

**Veronica G. Ferrell, Grants Officer
Food and Nutrition Service, USDA
Grants Management Division
WIC Special Project Grants
3101 Park Center Drive, Room 738
Alexandria, VA 22302**

Intent to Submit Forms Should be Received by 5:00 PM Friday, February 27, 2009

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**SPECIAL SUPPLEMENTAL NUTRITION PROGRAM
FOR WOMEN, INFANTS, AND CHILDREN (WIC)**

**FY 2009 SPECIAL PROJECT GRANTS
REQUEST FOR APPLICATION (RFA)
FULL GRANTS**

INTRODUCTION

The USDA Food and Nutrition Service (FNS) expects to have approximately \$500,000 in fiscal year (FY) 2009 funds available for Special Project Grants to WIC State agencies. Grant funds will be available only to the 90 WIC State agencies responsible for administering WIC in the States, Territories, and Indian Tribal Organizations (ITOs).

There are two types of WIC Special Project Grants: Full Grants and Concept Paper Development Grants. This RFA (Application A) is for Full Grants only. A separate RFA (Application B) is available for States planning to submit a proposal for developing a concept paper as a basis for applying for a Full Grant using FY 2010 funds, pending availability of funds.

FNS anticipates making one to two Full Grant awards in FY 2009, ranging from \$200,000 to \$400,000 each, depending on the number and quality of applications and requested budget amounts.

FNS reserves the right to reduce, increase, or revise proposal budgets in accordance with the availability of funds. FNS also reserves the right to cancel this RFA in whole or in part if funds are not available.

FY 2009 WIC Special Project Full Grants are open for consideration from all WIC-related program areas and may focus on either the general WIC population or specific segments of the WIC population. Grants should be used to help States develop, implement and evaluate new or innovative methods of service delivery to meet the changing needs of WIC participants. In previous years WIC Special Project Grants have focused on specific subject areas. The first grant was awarded to Wyoming in 1995 to help with the development of an Electronic Benefits Transfer (EBT) system. Since 2000 Special Project Grants focus areas have fallen under the category of Revitalizing Quality Nutrition Services. (See Focus Area for Full Grants in Attachment 1 and abstracts of grants awarded from 1995 to 2008 at <http://www.fns.usda.gov/wic/benefitsandservices/specialprojects.htm> for additional information).

Grant Projects should be able to:

- Demonstrate national or regional significance,
- Produce results which have a demonstrable impact and sustainable in the absence of special funding,

- Transfer to other WIC programs in the region or country,
- Be evaluated with measurable results and replicated by other WIC programs, and
- Suggest innovative or creative approaches to improving the delivery of WIC services.

State agencies may not submit more than one proposal for a Full Grant, although an individual State agency may submit one proposal for a full grant and a second proposal for a concept paper development grant for a different project.

Grants may be awarded to individual State agencies or to a consortium of WIC State agencies, as long as one of the agencies is designated the lead agency. FNS encourages smaller State agencies or ITOs to consider collaborating with other WIC State agencies or ITOs on grant applications. Individual State agencies may submit only one application for a Full Grant per year. If a State agency submits an application as part of a consortium of agencies, it may not also submit a separate individual application. State agencies that were awarded FY 2008 Concept Paper Development funds last year **must** submit applications for the FY 2009 WIC Special Project Full Grants. State agencies that did not apply for, or applied for but did not receive, FY 2008 Concept Paper development funds last year **are allowed** to apply for FY 2009 WIC Special Project Full Grant funding.

State agencies may use the grant funds for the duration of the project period, not to exceed three years. The special project grant activities must be completed no later than September 30, 2012. All grants under this solicitation will be awarded as **cooperative agreements**. FNS will require State agencies to submit a quarterly SF-269(a) as well as a final SF-269(a) to report each project's financial status. In addition, quarterly performance/progress reports as well as a final report will be required. **A timeline delineating key milestones and due dates for the grant period is provided as Attachment 7 to this RFA.**

Direct questions regarding this RFA to Veronica G. Ferrell, Grants Officer, Food and Nutrition Service, USDA, at (703) 305-2760.

INTENT TO SUBMIT AN APPLICATION

Any State planning to submit an application for a WIC Special Project Grant should complete and submit the "Intent to Submit an Application" form (Attachment 2) by **Friday, February 27, 2009**. This Intent does not obligate the State in any way, but it will provide useful information to FNS in preparing for application review. State agencies that do not submit a letter of intent by Friday, February 27, 2009 **are still allowed** to submit a grant application by the specified due date.

APPLICATION PROCEDURES

**ALL APPLICATIONS MUST BE RECEIVED BY FNS
NO LATER THAN 5:00 PM EASTERN DAYLIGHT SAVING TIME ON
MONDAY, APRIL 13, 2009.
FAXED AND E-MAILED APPLICATIONS WILL NOT BE ACCEPTED**

The complete application package must be received by FNS no later than 5:00 PM Eastern Daylight Saving Time on Monday, April 13, 2009. State agencies should submit an original and two copies of each application document. One copy must be ready for copying, that is single-sided, unstapled, unbound, on 8 ½" X 11" paper, and single spaced. The number of pages for the entire Application should be **no more than 20 pages**, excluding appendices, with narrative in a font size no smaller than 12 point. State agencies must mail or deliver applications to:

Veronica G. Ferrell, Grants Officer
USDA Food and Nutrition Service
Grants Management Division
3101 Park Center Drive, Room 738
Alexandria, VA 22302.

State agencies must submit an application package which includes a grant application, a Standard Form 424, APPLICATION FOR FEDERAL ASSISTANCE, Standard Form 424A, BUDGET SUMMARY, Standard Form 424B, ASSURANCES, and the additional certifications as included in the attachments to this solicitation document. The regulations governing the attached certification (i.e., Certification Regarding Lobbying) require that a grantee submit the required certification with each new submission of a grant at the time of application.

An **application checklist** is included as Attachment 3 to assist applicants in verifying that they have completed all components of the grant application.

Electronic Application Submission Through Grants.Gov. Applicants may apply for this opportunity directly through website www.grants.gov. If you opt to submit the application via this website, there are a number of steps in the registration process that will be required before the application may be submitted electronically. Please be aware that in order to use the grants.gov system, the user will need to register online and obtain both a Data Universal Number (DUNS) and a Contract Registry Number. Thus, it is very important that users of the grants.gov system familiarize themselves with the requirements for system use. When using the grants.gov portal to apply, we strongly recommend that you **submit the online application at least two weeks prior to the application due date** in case there are problems with the government-wide website and you decide to instead submit your application via a mail delivery service. Any applicant who opts to submit their application/proposal via www.grants.gov must send an e-mail to veronica.ferrell@fns.usda.gov, advising that their proposal has been submitted through the grants.gov portal and that the applicant has received a confirmation notice from

www.grants.gov that their application was accepted by the system. **This e-mail submission to the FNS Grants Officer must be received no later than 5:00 PM. Eastern Daylight Saving Time on Monday, April 13, 2009.**

Regardless of the delivery method you choose, please do so sufficiently in advance of the due date to ensure your application package is received on or before the deadline. It is your responsibility to meet the **Monday, April 13, 2009, 5:00 PM, Eastern Daylight Saving Time** deadline. As noted above, late applications will not be considered in the competition. Also, emailed and faxed applications will not be accepted. Furthermore, we will not consider additions or revisions to applications once they are received by FNS.

Additionally, there is a requirement for applicants of Federal Government awards to have a Data Universal Numbering System (DUNS) number. If your agency has not yet obtained a number, you will need to contact Dun & Bradstreet at 1-800-234-3867 to register for a number. There is no charge to obtain a DUNS number. The DUNS number will serve as a means of tracking and identifying applications for Federal assistance and is required to be included on all applications for Federal assistance, regardless of the method they are submitted. The DUNS number is also required to complete the additional steps to become a registered Grants.gov user. To apply online through <http://www.grants.gov> there are a number of other steps in the registration process that will be required of you before you may submit applications electronically including registering in the Federal Government's Central Contractor Registry (CCR). We urge you to visit the grants.gov web page (<http://www.grants.gov>) and click on the "Getting Started" tab *well in advance of the submission deadline* to get a thorough understanding of the steps you will need to follow to use this means of applying for Federal grant opportunities.

If there are any questions regarding the WIC Special Projects Request for Applications, please contact Veronica G. Ferrell of the Grants Management Division at 703-305-2760.

TERMS AND CONDITIONS OF AWARD

The Agency is conducting the Women, Infant, and Children (WIC) Special Project Grant as authorized under Public Law 108-447.

The period of performance of the cooperative agreement shall be from the date of the award through September 30, 2012 with final reports due to FNS by December 29, 2012. All expenditures paid with funds provided by the agreement must be incurred for authorized activities which take place during this period, unless stipulated otherwise. **In an effort to maintain the integrity of these funds, FNS will continually monitor the expenditures and will work with the Grantees to recover any funds that cannot be obligated by the end of the grant period.** Funds not obligated within the cooperative agreement period must be returned to FNS by June 30, 2013.

In carrying out the purposes of the cooperative agreement, the grantee shall be responsible for:

1. Managing the cooperative agreement consistent with legislation, administrative rules, regulations, and procedures of the State, including coordination and approval of all accounting procedures and with applicable Federal administrative requirements contained in OMB Circulars A-21, A-87, A-122, and A-133 and the regulations implementing them. Also, adherence is required to the 7 CFR Parts 175, 3015, 3016, 3017, 3018, 3019, 3021, 3052 and 41 CFR 1-15.2 (FAR Part 31). A full listing of the applicable documents can be found in Attachment 4, Terms and Conditions of Award.
2. Sending two representatives to four separate meetings at FNS headquarters as specified below:
 - An annual meeting of all grantees in the first year of the grant;
 - An annual meeting of all grantees in the second year of the grant;
 - An annual meeting of all grantees in the third (and final) year of the grant; and
 - A final meeting within 9 months of the end of the grant period (i.e., May, 2013) to present project findings to FNS.
3. Assuming the cost for one conference call with FNS and the other Special Project Grant recipients during the course of the project.
4. Submitting a final project report to FNS that presents a full description of the project, how it was implemented, the evaluation approach, and the results of the evaluation. The final report should be accompanied with copies of materials developed by and used in the project (e.g., notices, brochures, instructions, lesson plans, software, press releases, data collection instruments).
5. Suspension/Debarment. The grantee agrees to ensure that all sub-grantees are neither excluded nor disqualified under the suspension and debarment rules found at 7 CFR sec. 3017.300 by doing any **one** of the following:
 - a) Checking the Excluded Parties List System (EPLS) found at www.epls.gov
 - b) Collecting a certification that the entity is neither excluded nor disqualified. Since a Federal certification form is no longer available, the grantee or sub-grantee electing this method must devise it own.
 - c) Including a clause to this effect in the sub-grant agreement and in any procurement contract expected to equal or exceed \$25,000, awarded by the grantee or a sub-grantee under it grant or sub-grant.
6. Drug-Free Workplace (DFW) Rules. The grantee agrees to (A) make a good faith effort, on a continuing basis, to maintain a DFW (including taking specific actions described at 7CFR Sec. 3021.200 through 3021.230); and (B) identify all workplace locations where work under Federal award will be performed (7 CFR

sec. 3021.200). Since Federal entities will no longer collect a paper certification, this may include the following:

- a) Notifying all sub-grantees and contractors of the Drug Free Workplace rules,
 - b) Making conforming changes to your internal procedures, directives, training materials, etc.
 - c) Incorporating the new rules into your sub-grantee monitoring practices.
7. The grantee shall submit a signed original and two copies of the Quarterly progress report to the FNS Program Officer (see address below). The first report should reflect progress up to the end of the first quarter after the effective date of the Grant Agreement. All Quarterly progress reports should include:
- For each major task of the grant, a description of activities performed or completed during the quarter,
 - Identification and description of any major problems or delays encountered, with a discussion of how they will be resolved,
 - A description of work planned for the upcoming quarter, and
 - Any other pertinent information.

Any problems, delays or adverse conditions that impair the ability to meet the objectives should be reported to FNS immediately. The notification should include information on any action taken or contemplated.

8. Final Progress Report. The grantee shall submit a signed original and two copies of the final progress report to the FNS Program Officer (see address below) by **December 29, 2012**. This report shall contain a project summary including, but not limited to, description of implementation and impact, lessons learned, future implications within the State agency, and information on how the project will be sustained. In instances where there is a lead State agency involved, the lead State agency shall compile the results from all funded State agencies into a single report and submit it to FNS.

The original and two copies of the Final Progress Report shall be submitted to:

Cherisa Toomer
 2009 WIC Special Project Grant Program Officer
 USDA Food and Nutrition Service
 3101 Park Center Drive, 5th Floor
 Alexandria, VA 22302

9. Quarterly Financial Reports. Each quarterly report should reflect expenditures set forth in Section C. of Article III. This report must be certified by the Recipient's chief fiscal officer or an officer of comparable rank.

It is FNS' intention that grantees will electronically enter their quarterly and final financial status reports (SF-269) into the Food Programs Reporting System (FPRS). OMB is drafting a new replacement form for financial reporting, however, and other delays may result in paper reports being continued. Final reporting requirements and instructions will be provided to all awarded grantees.

10. Final Financial Reports. As stated above, the grantees are expected to electronically enter the final financial status report (SF-269) into the Food Programs Reporting System (FPRS), unless otherwise notified. **The grantee shall enter its SF-269 data within 90 days of the expiration date of the grant agreement.** This report must be certified by the grantee's chief fiscal officer or an officer of comparable rank.

MODEL FOR WIC SPECIAL PROJECT GRANTS

For the last several years, FNS has been using a model for the WIC Special Project Grants that combines elements of the various approaches that have been used over the years. The model involves designating a specific focus area for the grants. Within the designated focus area, a range of projects will be possible. These projects will be awarded as cooperative agreements. State agencies awarded funding will interact with each other and FNS staff on a regular basis to share project information. Extensive dissemination of project results is expected so that other State agencies will have the opportunity to replicate the project and/or learn from its results. **For an application to be successful, it is essential that the results of the project can be used to improve WIC program services, and that they are applicable at the State and/or local agency levels.** FNS is especially interested in projects that utilize the WIC Works Resource System to disseminate information/resources. Information about this system may be found at <http://www.nal.usda.gov/wicworks/>.

We also expect funding to be available for Concept Paper Development in FY 2009. Concept paper funds will be used to develop a preliminary concept into a full grant proposal for the following fiscal year. (For Concept Paper funding, see Application B.)

GRANT APPLICATION FORMAT AND REQUIREMENTS

Applicants must respond to all of the following sections. It is **strongly suggested** that applicants organize the content of their proposal into the following nine parts:

1. Introductory Material
2. Abstract (approximately 3 pages)
3. Project Design and Implementation (approximately 4-5 pages)
4. Evaluation (approximately 3-4 pages)
5. Sustainability and Transferability (approximately 2 pages)

6. Key Personnel (approximately 3-4 pages)
7. Budget and Management Plan (approximately 3-4 pages)
8. Budget Material
9. Appendices

The 20-page limitation on proposal length applies overall to sections 2 through 7.

Use of this format will make it easier for grant reviewers to locate the requested information and to evaluate your application. Failure to follow this format may result in reviewers being unable to locate the requested information within your application.

I. *Introductory Material*

A. Cover Letter:

- B. Title Page with Project Summary:** The title page should include a one-paragraph description of your project covering both the planned intervention and its evaluation. This paragraph will provide the basis for any short summaries of the proposed grant that FNS prepares during the procurement process.

- C. Single Point of Contact:** Designate a single point of contact for your application. Provide the individual's name, title, mailing address, phone number, fax number, and email address.

D. Table of Contents:

II. *Abstract*

- A. Abstract:** Provide a 2-3 page summary of your project that includes: (1) a description of your planned intervention that specifies the nature of the intervention, the targeted audience (e.g., WIC staff, all WIC participants, WIC participants meeting specified criteria), and how the intervention will be implemented within a WIC office; (2) goals and objectives of the intervention; (3) project environment; (4) project evaluation, including its basic research questions, research design, and planned data collection, and (5) key personnel.
- B. Focus Area:** Provide a brief description of how your project meets the focus area you have selected to address. Details on this year's focus areas are contained in Attachment 1.¹

III. *Project Design and Implementation:* Provide a detailed description of the following:

¹ Concept Papers funded in FY 2008 automatically meet an accepted focus area.

- A. **Need for Project:** Discuss the problem that the proposed project addresses and how the expected results of the project can be used to improve program services in your State and at either the regional or national level.
- B. **Goals:** List and discuss each goal of the project design and implementation.
- C. **Objectives:** For each of the goals, list and discuss the associated objective(s). Objective(s) should be specific, measurable, and realistic (e.g. increase the proportion of parents knowledgeable about the importance of whole grains to good health by 25 percent, increase parents' servings of whole grain foods by one serving per day.).
- D. **Tasks:** Discuss each specific task that will be undertaken during both project design and implementation (e.g. design a nutrition education intervention, select participants for the intervention, train staff to perform the intervention, modify or develop training materials) and evaluation (e.g., assign or recruit local offices to intervention and comparison groups, develop and test data collection instruments, collect data, analyze data, and report evaluation findings). Planned tasks must be necessary to meet the project's stated goals and objectives.
- E. **Environment:** Depending on the structure of your project, respond to one and only one of the following. Choose the one that is most appropriate for your particular project.
- For projects that are intended to operate solely at the **State agency level** (e.g. analysis of data from periodic telephone surveys of WIC participants' food intake), provide a state-level description of relevant characteristics that impact the operation of the project (e.g. participant characteristics, equipment, space, staffing, program operations, etc.). Provide a **justification** for operating the project at the state-level.
 - For interventions that will be implemented only **within selected local WIC clinics** and/or partner agencies, provide a local level description of relevant characteristics that impact the operation of the project (e.g. participant characteristics, equipment, space, staffing, and program operations, etc.). Provide a **justification** for your proposed choice of local clinics and/or partner agencies.
 - For interventions that will be implemented only within selected local WIC clinics and/or partner agencies in which clinics or agencies have **not yet been selected**, provide a description of how you intend to select appropriate clinics or agencies. Provide a **justification** for your selection criteria.

Note that FNS does not recommend interventions that will be implemented **state-wide in every local WIC clinic or agency**. Without a control or

comparison group (e.g., local WIC clinics or agencies in which the intervention has not been implemented), it is very difficult to develop a research design that can adequately evaluate the impacts of an intervention.

- F. **Letters of Support:** If applicable, provide documentation of agreements or memoranda of understanding with local WIC clinics and/or partner agencies **in an appendix to the proposal (does not count toward the 20-page limit on proposal length).**

IV. *Project Evaluation:*

FNS recognizes that many WIC State agencies may not have staff who are experienced in preparing evaluation plans. State agencies applying for funding should include a staff person with experience in designing, developing, implementing and evaluating social or public health research projects. This person could be a social scientist or someone with a public health nutrition or public health research background from a university, consulting firm, institute, or government agency. As further assistance for developing the evaluation component, the following publications are available on the FNS/ORNA website at www.fns.usda.gov/orna/.

WIC Evaluation Resource Guide

WIC Special Project Grants Evaluation Technical Assistance Guide

Nutrition Education: Principles of Sound Impact Evaluation

- A. **Type of evaluation:** There are three types of evaluations commonly used to assess WIC and other social programs. Process or implementation evaluations provide detailed descriptive information on the way a program operates or an intervention is implemented. Outcome assessments or impact evaluations are usually more quantitative in nature and are designed to rigorously estimate actual project outcomes or impacts. The third type of evaluation, cost-benefit analysis, compares the estimated cost of a project with its estimated benefits. **Indicate the type(s) of evaluation you are planning to use.**
- B. **Research Design:**
1. **Research Questions:** For each of the objectives of the project design and implementation, list and discuss *specific* research questions that will be answered during the evaluation (e.g. Does the proposed nutrition intervention increase participant consumption of fruits and vegetables, and by how much? Does acceptability of the training seminar by WIC

nutritionists differ by characteristics such as ethnicity and years of experience?).

2. **Measures:** For each research question, discuss specific measures that you will use (e.g. maternal risk factors collected via telephone interview surveys; nutrition education attendance levels reported in administrative records). Discuss the strengths and weaknesses of the proposed measures.
3. **Research Methods:** Discuss the methods that will be used to answer the research questions, including:
 - (a) Sampling plan(s) and expected sample size(s);
 - (b) Data collection methods (how, by whom, how often, when);
 - (c) Data analysis methods (how and by whom); and
 - (d) Strengths and weaknesses of the research methods.

V. *Sustainability and Transferability:*

- A. **Sustainability:** Confirm that the planned intervention meets all WIC regulations and guidance. Discuss how your project and its results will be sustained financially and administratively once the grant ends. If the project is a one-time project designed only to be performed during the grant period, discuss why it is sufficient as a one-time project and how the results will be used in the future.
- B. **Transferability:** Discuss how your project and its results might inform other WIC State agencies and the feasibility (both financially and administratively) of implementing it in other states. Discuss plans for preparing and disseminating a final report including how and with whom the report will be shared (e.g., FNS, National WIC Association, conferences, universities, and journals).

VI. *Key Personnel:*

- A. Applicants are responsible for identifying the individuals in their application that qualify as key personnel. Key personnel can include individuals receiving funding through this grant, individuals who are making an in-kind contribution, and contractors/sub-contractors. Key personnel generally are identified as those individuals who:
 - Have a direct bearing on the outcome of the project by their participation,

- Bear a substantive responsibility for developing, modifying and achieving the objectives of the project, or
- Are responsible for managing, administering, conducting or providing oversight for a significant component of the project.

B. For **all** identified key personnel, please provide the following information:

- Indicate the individual's current position and what their title will be on the proposed project.
- Describe the individual's specific role and duties on the project. Where possible, make reference to the project design/ implementation or project evaluation narrative (i.e. Jane Doe will be responsible for developing the training curriculum described on page 10 of the application).
- Describe prior relevant experience and how it relates to project duties.
- Identify time commitment for each key staff with percentages of FTE or total work hours per month for each of the three years of the project.
- Identify all other projects, job positions (governmental and/or contractual), and other work-related commitments that each key staff member will be scheduled to work on during the grant or concept paper time-frame.
- **In an appendix**, provide a current Resume or Vita for the individual.
- **In an appendix**, provide a letter of commitment from the individual's supervisor indicating the individual's time commitment to the project.
- For key project positions that are currently **vacant** that must be filled in the course of the project, provide the following information instead: 1) position title; 2) **in an appendix**, a detailed position description with required qualifications, skills, and knowledge; 3) a description of specific roles and duties on the project, making reference back to the project or evaluation narrative; 4) an anticipated date of hire; and 5) what arrangements will be made if the position is not filled in a timely manner.

C. For key personnel (**and especially evaluation personnel or organizations**), please identify any potential conflicts of interest (actual or perceived) that might prevent an independent and objective assessment of the implementation, impacts, or benefits of the proposed intervention (e.g.,

having a contractor both develop and assess an intervention). If any conflicts are identified, provide a discussion of what steps the State agency will take to ensure an objective and complete evaluation.

VII. *Management and Budget Plan:*

A. Management plans

1. **Chain of Command and Responsibilities:** Provide an organizational chart that indicates who has authority over whom, with a written description. Discuss how task leaders will be held accountable to keep the project on time and within budget. Describe how and by whom quarterly performance reports to FNS will be prepared as required by 7 CFR Part 3016.40.²
2. **Contingency Plans:** Discuss contingency plans for ensuring that the project is not unduly disrupted by problems in development of intervention materials, development or clearance of data collection instruments, recruitment of sites or participants, availability of key personnel, or other unforeseen factors. With regard to key personnel, identify specific individuals who will be able to take over project tasks if proposed staff are not available during the project, and indicate their qualifications to do so. Otherwise, discuss the process you will use to select qualified replacements.
3. **Outside Personnel:** Discuss how and by whom relationships with **all** personnel outside of the primary grantee agency will be managed (e.g., personnel from local WIC clinics or partner agencies, personnel from other State agencies, university personnel, consultants, contractors).
4. **Task Table:** Present a table which includes, in chronological order, **every** distinct task involved in both the project design and implementation and the project evaluation (e.g. implementation of new procedures pertinent to the project, survey development, training activities, data collection, data analysis, report writing), the beginning and ending date of each task, and the key staff person(s) responsible for overseeing/working on the task. The sample task table below, **though neither comprehensive nor complete**, demonstrates the first few project design, implementation and evaluation tasks of a sample project.

² Copies of 7CFR Part 3016.40 may be requested from the FNS Grants Management Division.

Sample Task Table

Task No.	Task Name	Description	Date Begins	Date Ends	Responsible Staff
1	Develop Curriculum	Develop Curriculum for use in the infant feeding practices nutrition education intervention	9/29/05	12/31/05	Jane Doe, Project Director & Suzy Que, Nutritionist
2	Test Curriculum	Field test the curriculum with 15 participants and 3 staff, hold focus groups with staff and with participants to identify necessary changes	1/1/06	2/1/06	Suzy Que, Nutritionist
3	Analyze Focus Group Data	Code, enter, and analyze data gathered in focus groups, identify necessary curriculum changes.	2/1/06	2/15/06	Jack Data, research analyst
4	Revise Curriculum	Revise curriculum based on results of focus groups	2/15/06	3/15/06	Suzy Que, Nutritionist
5	Develop KAB pre & post tests	Develop surveys to test infant feeding knowledge of participants before and after intervention	2/15/06	3/15/06	Lori Sample, Evaluation Consultant
6	Pre-test surveys	Field test the KAB pre & post test surveys with 15 participants	3/16/06	4/10/06	Jack Data, research analyst.

B. Budget and Justification:

1. **Budget:** Provide line item detail and calculations for each budget object class identified in Section B, Budget Categories (a-j), of SF 424A. Details of calculation(s) must include estimation methods, quantities, unit costs, and other similar detail sufficient for it to be duplicated. Budget details must be provided for both Federal and non-Federal resources.

The budget narrative should provide enough detail for reviewers to easily understand how costs were determined and how they relate to the goals and objectives of the project. (Please see Attachment 5 entitled, “Sample Budget Questions” for a checklist of questions that should be answered when preparing your budget narrative.)

For purposes of preparing the budget, “Federal resources” refers only to the requested WIC Special Project Grant funds. Non-Federal resources are all other Federal and non-Federal resources, including **in-kind** contributions. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, Federal resources; next column, non-Federal resources; and last column, total budget. A separate budget page is required for **each** budget year requested as well as a total across all years. As part of your budget, please assume the following:

- One meeting per year (two meetings in the final year of the project) at FNS headquarters: the annual meetings will last two

full days (so travel may be necessary the day before and/or the day after a meeting) and each State agency should send two participants. The second meeting in the final year will last one-half day to brief FNS on project findings.

- Each state will assume the cost for one conference call with FNS and the other grantees during the course of the project. Assume that 10 lines will be needed for the call and that the call will last 120 minutes.

A sample budget table is provided for illustrative purposes on page 18. It is not comprehensive and the unit costs and rates of pay are not necessarily intended to represent standard or reasonable costs.

2. **Budget Justification:** For each part of Section B, Budget Categories, applicants **must** submit a written justification for each budget category. The written justification should: 1) describe how the categorical costs were derived (i.e., price comparisons, standard government cost, estimates by proposed local vendor, prior experience with similar projects, etc.); 2) discuss the necessity, reasonableness, and allocability of proposed costs; and 3) when possible, link expenditures to specific project activities/tasks. For any contractual costs, please **also** provide a justification for the proposed selection method (i.e., competitive or sole source).
3. **Indirect cost rate agreements (ICRA):** Applicants claiming indirect costs **must** provide a copy (in an appendix) of an approved ICRA for all indirect costs and a written explanation for how the indirect costs were applied to the budget. If indirect costs are not being claimed, then please indicate it.
4. **Use of subcontractors:** According to 7 CFR 3016 (c), any contract that a State agency procures under this grant (if awarded) must be competitive unless FNS gives the State agency an exception and allows it to use a sole-source contract. Please identify any contracts that you expect to award if this grant is awarded to you. Indicate whether the procurement will be competitive or sole source. If sole source procurement is planned, include a written request for an exception as part of your application. The request should include the name of the proposed contractor, a brief explanation of why the state has decided to award this contract as sole source, and a description of how the state determined the proposed cost of the contract to be fair and reasonable.”

VIII. *Budget Material*

The following materials must be included:

- Standard Form 424 – Application for Federal Assistance
- Standard Form 424A – Budget Summary
- Standard Form 424B – Assurances – Non-Construction Programs
- Certification Regarding Lobbying
- Disclosure of Lobbying Activities

IX *Appendices:*

Include each of the following sections as a **separate** appendix:

- A. Resumes and vitae for key personnel,
- B. Letters of commitment from supervisors of key personnel,
- C. Job descriptions for key personnel that must be hired,
- D. Copies of agreements or memoranda of understanding with local WIC clinics and/or partner agencies, and
- E. Any other supporting documentation.

Sample Budget Table (Year 1)

Object Class Categories	Federal Resources	Non-Federal Resources	Total
Personnel	\$25,000	\$10,500	\$35,500
Jane Doe, Project Director	\$50,000 salary@.40 FTE=\$20,000		\$20,000
Suzy Que, Nutritionist		\$35,000 salary@.30 FTE=\$10,500	\$10,500
Jack Data, Research Analyst	\$50,000 salary @.10 FTE=\$5,000		\$5,000
Fringe Benefits	\$5,000	\$2,100	7,100
Jane Doe, Project Director	\$20,000*.20 fringe rate=\$4,000		\$4,000
Suzy Que, Nutritionist		\$10,500*.20 fringe rate=\$2,100	\$2,100
Jack Data, Research Analyst	\$5,000*.20 fringe rate=\$1,000		\$1,000
Travel	\$2,356		\$2,356
Travel to FNS headquarters	Airfare@\$600 x 2 staff + perdiem@\$145 x 2 staff x 2 days = \$1780		\$1780
Meetings between staff	.32 per mile@150 miles x 4 trips x 3 staff = \$576		\$576
Equipment	\$2,000		\$2,000
Computer	1 computer @ \$2,000		\$2,000
Supplies	\$150		\$150
Photocopying	1000 copies @ .05/copy = \$50		\$50
Fedex	20 Fedex packages @ \$5.00 = \$100		\$100
Contractual	\$50,000		\$50,000
Evaluation Consultant	\$50,000		\$50,000
Construction	\$0		\$0
Other	\$1400		\$1400
Long-distance	3000 minutes @ .30/minute = \$900		\$900
Conference call with FNS and other grantees	1 call @ \$100		\$100
Total Direct	\$85,506	\$12,600	\$98,106
Indirect Charges	\$9,000	\$3,780	\$12,780
	.30 indirect rate * \$30,000 salaries and fringe = \$9,000	.30 indirect rate * \$12,600 salaries and fringe = \$3,780	
Totals	\$94,506	\$16,380	\$110,886

EVALUATION OF GRANT APPLICATIONS

Applications will initially be screened to make sure that they meet a designated focus area or received a concept paper development grant in FY 2008. Applications that do not meet this initial screen **will not be evaluated further**. After initial screening, FNS will convene a panel of FNS staff and representatives from the National WIC Association (NWA) to review and determine the technical merit of each grant application. The panel will evaluate each grant application according to how well it addresses each application component. The panel will assign each application a score using the evaluation criteria and weights specified below.

WEIGHTS: Scores will be assigned as follows:

<u>5-Point Scale:</u>	1 = Unsatisfactory; 4 = Good;	2 = Fair; 5 = Excellent.	3 = Satisfactory;
<u>10-Point Scale:</u>	1-2 = Unsatisfactory; 7-8 = Good;	3-4 = Fair; 9-10 = Excellent.	5-6 = satisfactory;
<u>15-Point Scale:</u>	1-3 = Unsatisfactory; 10-12 = Good;	4-6 = Fair; 13-15 = Excellent.	7-9 = Satisfactory;

TECHNICAL EVALUATION CRITERIA AND WEIGHTS

<u>Project Design and Implementation</u>	20 points
The significance of the problem to be addressed is demonstrated and specific gaps or weaknesses in regional or national services have been identified and will be addressed through the proposed project.	<u>5</u>
Project goals and objectives are clearly identified and appropriate. Objectives are linked to project goals and measurable.	<u>5</u>
Project design and implementation tasks follow directly from project goals and objectives and the necessity of the tasks are adequately explained.	<u>5</u>
The environment in which the project will operate is appropriate and compatible with project goals and objectives, and proper justifications for the choice of the environment are provided. If applicable, letters of support or memoranda of understanding are included in the application.	<u>5</u>

Project Evaluation **20 points**

Extent to which the research/project design, including research questions, measures, sampling, data collection, and data analysis is thorough, feasible and appropriate to the goals and objectives of the project. 10

Research plan includes appropriate and feasible use of a pre-post and/or treatment/comparison design with randomization. If such a research design is not appropriate for the proposed project, the proposal explains why, indicates the range of alternative designs considered, and provides a thoughtful explanation for the design proposed. 5

Potential problems and weaknesses with the research/project design are acknowledged and discussed. 5

Sustainability and Transferability **20 points**

Feasibility of incorporating project purposes, activities, or results into the ongoing program of the agency at the end of Federal funding. 10

Transferability of the project and its results for adaptation and implementation by other State WIC agencies. 10

Key Personnel **20 points**

Key personnel have the necessary education, skills, and experience for their proposed roles on the project. Supporting documentation (e.g., resume/vita, position descriptions for vacant positions) is included for all key personnel. 10

The time commitment, duties, staffing mix, and concurrent staff responsibilities within and outside the grant (i.e. staff responsibilities with other projects, job positions, consultant work, etc.), contingency plans, and a clearly defined chain of command of key personnel are reasonable and appropriate to successfully complete the grant. Supporting documentation (i.e., letters of commitment from supervisors) should be included for all key personnel. 10

Management and Budget Plan **20 points**

The management plan provides a task description and table that demonstrates a thorough understanding of the tasks, timeline, and staffing needed to successfully complete the project. The management plan also provides the oversight necessary to ensure 10

high quality products, services, or outcomes, and to keep the project on time and within budget (including appropriate plans for managing outside personnel). Past performance may be reviewed during the evaluation and selection process.

The budget request is adequate to support the project and detailed calculations and budget details for both Federal and non-Federal resources are provided. 5

Appropriate budget justifications are provided, including descriptions of how categorical costs were derived, discussions of necessity, reasonableness, and allocability of costs, and links between expenditures and activities/tasks. If applicable, justifications for contract selection methods (especially sole source procurements) are provided 5

SELECTION OF GRANT APPLICATIONS

After evaluation and scoring, grant applications will be arrayed by score, starting with the highest score. In general, awards will be made in ranking order until available funds are committed. However, if the selecting officials determine that, based upon their scores, few of the applications are of technical merit, FNS can award no grants or less than the total amount of funds set aside for this purpose. In addition, FNS reserves the option to select out of ranking, or to select an ITO in order to achieve a diversity and regional representation.

Once the grant is awarded, the State agency must sign an agreement containing the terms and conditions of the grant contained in the regulations described in 7 CFR 175/3015/3016/3017/3018/3019/3021/3052. (A copy of these regulations may be obtained at <http://www.gpoaccess.gov/cfr/index.html>.) Applicants must agree to comply with the USDA regulations above, which codify Office of Management and Budget (OMB) circulars listed below.

- 7 CFR Part 175: “Trafficking Victims Protection Act;”
- 7 CFR Part 3015: “Uniform Federal Assistance Regulations;”
- 7 CFR Part 3016: “Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments” (Reference OMB Circular A-102 Common Rule);
- 7 CFR Part 3017: Subparts A-E, “Government-wide Debarment and Suspension (Non-Procurement);”
- 7 CFR Part 3018: “New Restrictions on Lobbying;”
- 7 CFR Part 3019: OMB Circular A-110, “Uniform Requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations;”

- 7 CFR Part 3021: “Government-wide Requirements for a Drug-free Workplace (Financial Assistance);” and
- 7 CFR Part 3052: OMB Circular A-133, “Audits of States, Local Governments and Non-Profit Organizations.”

LIST OF ATTACHMENTS

1. FOCUS AREA DESCRIPTIONS
2. INTENT TO SUBMIT A WIC SPECIAL PROJECT GRANT APPLICATION
3. APPLICATION CHECKLIST
4. TERMS AND CONDITIONS OF AWARD
5. BUDGET NARRATIVE CHECKLIST
6. STANDARD FORM 424 - APPLICATION FOR FEDERAL ASSISTANCE
(FOR NON-CONSTRUCTION)

STANDARD FORM 424a - BUDGET SUMMARY

STANDARD FORM 424b - ASSURANCES - NON CONSTRUCTION
PROGRAMS
7. TIMELINE

REQUIRED CERTIFICATION

1. CERTIFICATION REGARDING LOBBYING

ATTACHMENT 1

FISCAL YEAR (FY) 2009 WIC SPECIAL PROJECT GRANTS**FOCUS AREA FOR FULL GRANTS**

Full grants paper development grants for FY 2009 will be accepted for consideration on all WIC related program areas with the following two caveats. First, the grants must be able to demonstrate that the proposed concept has the potential to be transferred to or replicable by other WIC State agencies. Second, the proposed grant must fall within an allowable area for expenditure of WIC funds. Otherwise, all WIC program areas are open for consideration and may include, but are not restricted to one or more of, the following:

- Administration
- Screening/Eligibility Determination
- Referrals
- Nutrition Services
- Nutrition Risk Assessment
- Obesity Prevention
- Food Packages
- Breast Feeding
- VENA
- Vendor Management

Full grant requests will be considered that address the general WIC population or focus on specific segments of WIC participants, such as Native Americans or migrants.

Focus areas for Full Grant Projects should be able to:

- Demonstrate national or regional significance,
- Produce results which have a demonstrable impact and sustainable in the absence of special funding,
- Transfer to other WIC programs in the region or country,
- Be evaluated with measurable results and replicated by other WIC programs, and
- Suggest innovative or creative approaches to improving the delivery of WIC services.

ATTACHMENT 2

INTENT TO SUBMIT

**PLEASE SUBMIT YOUR INTENT TO SUBMIT FORM TO FNS
BY 5:00 PM EASTERN DAYLIGHT SAVING TIME ON
Friday, FEBRUARY 27, 2009.**

If you intend to submit an application for a FY 2009 WIC Special Project Full Grant, please complete and return this form, via fax or e-mail, to:

Fred S. Lesnett, Ph.D., Project Manager
USDA Food and Nutrition Service
Office of Research, Nutrition, and Analysis
3101 Park Center Drive
Alexandria, VA 22302
Phone: (703) 605-0811
Fax: (703) 305-2576; e-mail: fred.lesnett@fns.usda.gov

Title of Project: _____

Abstract (50-100 words): _____

Applicant (State agency name and address): _____

Contact Person: _____

Title: _____

Telephone: _____

Fax: _____

e-mail: _____

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ATTACHMENT 3

APPLICATION CHECKLIST**PROPOSAL**

_____ Number of pages: no more than twenty (20) excluding appendices.

_____ Original application ready for copying

_____ single-sided

_____ unstapled

_____ unbound (except for paper clip or binder clip)

_____ 8 ½" X 11" paper

_____ single-spaced

_____ no color paper

_____ no CD-ROMs

_____ Two additional copies

_____ I. Preface

_____ A. Table of Contents

_____ B. Single Point of Contact

_____ C. Abstract

_____ II. Project Design and Implementation

_____ A. Need for Project

_____ B. Goals

_____ C. Objectives

_____ D. Tasks

_____ E. Environment

_____ F. Letter of Support

_____ III. Project Evaluation

_____ A. Type of Evaluation

_____ B. Research Design

_____ IV. Sustainability and Transferability

_____ A. Sustainability

_____ B. Transferability

_____ V. Key Personnel

_____ VI. Management and Budget Plan

_____ A. Management Plans

_____ B. Budget and Budget Justification

ATTACHMENT 3 (cont.)

____ VII. Appendices

- ____ A. Resumes and vitas for key personnel
- ____ B. Letters of commitment from supervisors of key personnel
- ____ C. Job descriptions for key personnel that must be hired
- ____ D. Copies of agreements and memoranda of understanding with local WIC clinics and/or partner agencies
- ____ E. Any other supporting documentation

STANDARD FORMS (Original and 2 copies, see Attachment 6)

- ____ Standard Form 424, Application for Federal Assistance
- ____ Standard Form 424A, Budget Summary
- ____ Standard Form 424B, Assurances - Non-Construction Programs

CERTIFICATION (Original and 2 copies, see Attachment 6)

- ____ Certification Regarding Lobbying - Contracts, Grants, Loans, and Cooperative Agreements
- ____ Disclosure of Lobbying Activities

OBTAIN A DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER

- ____ Registered and obtained a Data Universal Numbering System (DUNS) number.

ATTACHMENT 4

TERMS AND CONDITIONS OF AWARD

This grant will be awarded and administered in accordance with 7 CFR Parts 175, 3015, 3016, 3017, 3018, 3019, 3021, and 3052, and the applicable regulations and OMB grant circulars, as described below. **Copies of these documents are available from the Grants Officer upon request.**

- 7 CFR Part 175: “Trafficking Victims Protection Act”
- 7 CFR Part 3015: “Uniform Federal Assistance Regulations”.
- 7 CFR Part 3016: “Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments”.
- 7 CFR Part 3017: Subparts A-E “Government-wide Debarment and Suspension (Non-procurement)”.
- 7 CFR Part 3018: “New Restrictions on Lobbying”.
- 7 CFR Part 3019: “Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations”.
- 7 CFR Part 3021: “Government-wide Requirements for a Drug-free Workplace (Financial Assistance)”.
- 7 CFR Part 3052: “Audits of States, Local Governments and Non-Profit Organizations.”

OMB Circular A-21: Cost Principles for Educational Institutions.

OMB Circular A-87: Cost Principles for State and Local Governments.

OMB Circular A-122: Cost Principles for Nonprofit Organizations.

41 CFR 1-15.2 (FAR Part 31): Cost Principles for For-Profit Organizations.

OMB Circular A-133: Audits of State, Local Governments and Nonprofit Organizations.

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ATTACHMENT 5

BUDGET NARRATIVE CHECKLIST

This checklist will assist you in completing the budget narrative portion of the application. Please review the checklist to ensure the items below are addressed in the budget narrative.

	YES	NO
Personnel		
Did you include all key employees paid for by this grant under this heading?		
Are employees of the applicant's organization identified by name and position title?		
Did you reflect the current yearly salary as a percentage of time to be devoted to the project?		
Fringe Benefits		
Did you include your organization's fringe benefit amount along with the basis for the computation?		
Did you list the type of fringe benefits to be covered with Federal funds?		
Travel		
Are travel expenses itemized? For example origination/destination points, number and purpose of trips, number of staff traveling, mode of transportation and cost of each trip.		
Are the Attendee Objectives and travel justifications included in the narrative?		
Is the basis for the lodging estimates identified in the budget? For example include excerpt from travel regulations.		
Equipment		
Is the need for the equipment justified in the narrative?		
Are the types of equipment, unit costs, and the number of items to be purchased listed in the budget?		
Is the basis for the cost per item or other basis of computation stated in the budget?		
Supplies		
Are the types of supplies, unit costs, and the number of items to be purchased reflected in the budget?		
Is the basis for the costs per item or other basis of computation stated?		
Contractual		
Are the products to be acquired or the professional services to be funded described in the budget?		
Has the justification for the need to contract or subgrant been included in the budget?		

ATTACHMENT 5 (cont)

	YES	NO
For professional services, are the hours to be devoted to the project and the amounts to be charged to the project clearly stated?		
Is the methodology on how the applicant determined the contractual costs included in the budget?		
Are there sole-source contracts listed under this heading? If so, has sufficient information been provided in order to approve the use of a single source?		
Other		
Consultant Svcs. – Are all instances in which consultant services would be required listed in the budget?		
Consultant Svcs. – Is the need for consultant services justified in the budget?		
For all other line items listed under the “Other” heading, list all items to be covered under this heading along with the methodology on how the applicant derived the costs to be charged to the program.		
Indirect Costs		
Is the amount requested based upon a rate approved by a Federal Agency? If yes, is a copy of the negotiated rate agreement must be provided along with the application?		
If no negotiated agreement exists, the basis and the details of the indirect costs to be requested should also be reflected in the budget?		

ATTACHMENT 6

The following forms and documents are included in this attachment:

- 1. STANDARD FORM 424 - APPLICATION FOR FEDERAL ASSISTANCE
(FOR NON-CONSTRUCTION)**
- 2. INSTRUCTIONS FOR COMPLETING STANDARD FORM 424**
- 3. CERTIFICATION REGARDING LOBBYING**
- 4. DISCLOSURE OF LOBBYING ACTIVITIES**

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This is a standard form used by applicants as a required face sheet for pre-applications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain applicant certification that States which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

It Entry:
Select Type of Submission.

Date application submitted to Federal agency (or State if applicable) and applicant's control number (if applicable)

State use only (if applicable).

Enter Date Received by Federal Agency Federal identifier number: If this application is a continuation or revision to an existing award, enter the present Federal Identifier number. If for a new project, leave blank.

Enter legal name of applicant, name of primary organizational unit (including division, if applicable), which will undertake the assistance activity, enter the organization's DUNS number (received from Dun and Bradstreet), enter the complete address of the applicant (including country), and name, telephone number, e-mail and fax of the person to contact on matters related to this application.

Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service.

- 7 Select the appropriate letter in the space provided.
- | | |
|--------------------------------|-----------------------|
| A. State | I. State Controlled |
| B. County | J. Private University |
| C. Municipal | K. Indian Tribe |
| D. Township | L. Individual |
| E. Interstate | M. Profit |
| F. Intermunicipal | |
| G. Special District | N. Other (Specify) |
| H. Independent School District | O. Not for Profit |
- 8 Select the type from the following list:
- "New" means a new assistance award.
 - "Continuation" means an extension for an additional funding/budget period for a project with a projected completion date.
 - "Revision" means any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision enter the appropriate letter:

A. Increase Award	B. Decrease Award
C. Increase Duration	D. Decrease Duration
- 9 Name of Federal agency from which assistance is being requested with this application.
- 10 Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested.

- I Entry:**
Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project.
List only the largest political entities affected (e.g., State, counties, cities).

Enter the proposed start date and end date of the project.

List the applicant's Congressional District and any District(s) affected by the program or project

Amount requested or to be contributed during the first funding/ budget period by each contributor. Value of in kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15.
Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process.

- 1 This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.
- 1 To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)

CERTIFICATION REGARDING LOBBYING

CERTIFICATION FOR CONTRACTS, GRANTS, AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated-funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of congress, or an employee of a member of congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal-appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, ☐ Disclosure Form to Report Lobbying, ☐ in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-contracts, sub-grants, and contracts under grants, loans and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

By _____ Date: _____
(Signature of Official [Executive Director] Authorized to Sign Application)

By _____ Date: _____
(Signature of Official (Chief Financial Officer) Authorized to Sign Application)

For _____
Name of Grantee

Title of Grant Program

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DISCLOSURE OF LOBBYING ACTIVITIES

Approved by OMB

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

0348-0046

(See reverse for public burden disclosure)

1. Type of Federal Action: <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For material change only: Year _____ quarter _____ Date of last report _____
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, <i>if known</i> : Congressional District, <i>if known</i> :	5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: Congressional District, <i>if known</i> :	
6. Federal Department/Agency:	7. Federal Program Name/Description: CFDA Number, <i>if applicable</i> : _____	
8. Federal Action Number, if known:	9. Award Amount, if known: \$	
10. a. Name and Address of Lobbying Registrant <i>(if individual, last name, first name, MI):</i>	a. Individuals Performing Services <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i>	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____	
Federal Use Only		Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)

INSTRUCTIONS FOR COMPLETION OF SF-LLL DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required within 30 days of each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks ☐ subawardee, ☐ then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 [e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency]. Include prefixes, e.g., ☐ RFP-DE-90-001. ☐
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.
 (b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

STANDARD FORM 424A - BUDGET SUMMARY

} BUDGET INFORMATION - Non-Construction Programs		OMB Approval No. 0348-0044				
SECTION A - BUDGET SUMMARY						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. ANA SEDS	93-612	\$	\$	\$ 0	\$ 0.00	\$ 0.00
2.						0.00
3.						0.00
4.						0.00
5. TOTALS		\$ 0.00	\$ 0.00	\$0.00	\$ 0.00	\$ 0.00
SECTION B - BUDGET CATEGORIES						
6. OBJECT CLASS CATEGORIES		GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
		(1) ANA SEDS	(2)	(3)	(4)	
a. Personnel		\$	\$	\$	\$	0
b. Fringe Benefits						0
c. Travel						0
d. Equipment						0
e. Supplies						0
f. Contractual						0
g. Construction						0
h. Other						0
i. Total Direct Charges (sum of 6a - 6h)			0.00	0.00	0.00	0
j. Indirect Charges						0
k. TOTALS (sum of 6i and 6j)		\$	\$0.00	\$0.00	\$ 0.00	0
7. Program Income		\$ 0.00	\$	\$	\$	0.00

} SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program		(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8. ANA SEDS		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
9.					0.00
10.					0.00
11.					0.00
12. TOTAL (sum of lines 8 and 11)		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
SECTION D - FORECASTED CASH NEEDS					
13. Federal		(Total for 1st Year)	1st Quarter	2nd Quarter	3rd Quarter
		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
14. NonFederal		0.00	0.00	0.00	0.00
15. TOTAL (sum of lines 13 and 14)		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program		FUTURE FUNDING PERIODS (Years)			
		(b) First	(c) Second	(d) Third	(e) Fourth
16. ANA SEDS		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
17.					
18.					
19.					
20. TOTALS (sum of lines 16 - 19)		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
SECTION F - OTHER BUDGET INFORMATION					
(Attach additional sheets if Necessary)					
21. Direct Charges: \$ 0.00			22. Indirect Charges: \$ 0.00		
23. Remarks:					

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ASSURANCES - NON-CONSTRUCTION PROGRAMS

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PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

Note: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. 276a to 276a-7), the Copeland Act (40 U.S.C. 276c and 18 U.S.C. 874) and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), regarding labor standards for federally assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. 1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. 1721 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, ☐ Audits of States, Local Governments, and Non-Profit Organizations. ☐
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE	
APPLICANT ORGANIZATION		DATE SUBMITTED

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**TIMELINE
PLANNED DATES
2009 WIC SPECIAL PROJECTS
FULL GRANT AWARDS**

<u>Activity</u>	<u>Due Date</u>
1. Letter of Intent to Submit Applications	5:00 PM on February 27, 2009
2. Application Submission for Full Grants	5:00 PM on April 13, 2009
3. Award Date	September 30, 2009
4. First Year Annual Meeting	May 2010
5. Second Year Annual Meeting	May 2011
6. Third Year Annual Meeting	May 2012
7. Period of Performance Ends	September 30, 2012
8. Final Progress Report	December 29, 2012
9. Initial Final Financial Report	December 29, 2012
10. Final Meeting and Presentation of Results	May 2013
11. Final Financial Report	June 30, 2013